

SECRET

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10 December 1953

WEEKLY ACTIVITY REPORT

(Items marked with an \* are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Mobile Audio Visual Aids Device. The External and Language Training Division has indicated there is no current need for the device in its laboratory. The second prototype unit will be completed by 1 January 1954 and held by the laboratory for experimentation. Project completed.
2. War Plans Staff Officer Course Manual. Project completed 8 December with delivery of all material to the instructor. 25X1
3. Translation of Basic Agent Training Tradecraft Manual. No change.
4. The Red Interpreter. Two hundred copies have been received. Publication was reviewed by the OTR Publications Board and its recommendations forwarded to D/TR.
5. Filmagraph and Slide Production for BIC(I)
  - a. Layouts for a second set of 14, 2"x2" lantern slides, title, "Selection of  have been approved by the instructor.
  - b. Miscellaneous layout sketches for 5, 3 1/4"x4" lantern slides, title, "Dissemination of Intelligence," to be approved by the instructor.
6. Educational Exhibit and Display Panels for BIC(I)
  - a. Display area - no progress by GSA; changes in basic plan requested by the instructor.
  - b. Display, "NIE Production" - layout sketch under revision at request of the instructor.
  - c. Photo Intelligence Display - no change.
7. Revision of the  - No change.
8. TR(S) Program of Instruction - no change.

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9. Clandestine Publications. Editing of 27 of 39 chapters has been completed and forwarded to the instructor for review.

12. TR(S) Lesson Folder File. None received during the week.

13. Publication of Guide for Stenographers and Typists. Approved for linotyping by GSO. Estimated date of completion of printing is January 15, 1954.

14. Editing of Area Background Film. No change.

15. Complete editing of Basic Agent Training Tradecraft Manual No change.

25X1

16. Budget Presentation Charts. Project of six graphs completed.

17. Training Aids for Industrial Register. No change.

18. Follow-up on Survey of Clerical Orientation Course. Several projects have been developed from the survey of the Clerical Orientation Course by the Training Methods Specialist. The major ones are:

a. Compilation of area information kits. No change.

b. Improvement of the classroom set-up and use of recording equipment in the telephone laboratory. No change.

c. Development of a lesson plan for the OTR Librarian to use when he replaces the OCD instructor. Plan is in process.

19. Map Display for BIC(I). Material has been collected by the Map Training Officer. Layouts to be discussed with the instructor.

20. Bibliography on Comparative Education Methods. No change.

21. A&E Test Booklet Cover Design. No change.

22. Bibliography on Reporting Techniques and Methods. No change.

B. PROGRESS REPORT -- NEW PROJECTS

None.

C. ITEMS OF CURRENT INTEREST

1. The OTR Librarian screened the collection of the Specialized Training Division and selected materials to be included in the OTR Library files or to be destroyed.

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2. Mr. [ ] assisted the chief instructor of the CPW Course in a two hour seminar on the use of radio and tape recordings as a psychological warfare technique for a special class of students from FE/ [ ]
  3. The OTR Library Staff is conducting a 64-hour course of study in the methods and techniques of library administration for Mr. [ ] [ ] who will be the librarian [ ]

D. ITEMS OF ADMINISTRATIVE INTEREST

- 25X1
1. Miss [ ] has joined the OTR Library in the position of circulation librarian.
  2. Several discussions were held with the Chief, Clerical Training Division concerning the details of the report submitted earlier by the Training Methods Specialist and the work completed on the recommendations in that report.
  3. A discussion was held with the Chief, Clerical Training Division with regard to the use of special training aids during the conduct of the Clerical Institute Training Program to be held in January by that Division.

[ ]  
Chief, Instructional Services Staff

25X1